Group Observation Checklist

**Project: Group Members: Date:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ****Observe a group for five to ten minutes. Check the boxes that best describe group member participation.**** | **All** **Members** | ****Most**** ****Members**** | **Some** **Members** | **Few** **Members** | **Not** **Applicable** |
| ****When starting a new task, group members:**** | | | | | |
| Agree on an agenda or plan | □ | □ | □ | □ | □ |
| Begin work promptly | □ | □ | □ | □ | □ |
| Get out project materials | □ | □ | □ | □ | □ |
| Figure things out without teacher assistance | □ | □ | □ | □ | □ |
| Share responsibilities | □ | □ | □ | □ | □ |
| ****When conducting research, group members:**** | | | | | |
| Consult primary sources | □ | □ | □ | □ | □ |
| Take notes | □ | □ | □ | □ | □ |
| Have relevant conversations | □ | □ | □ | □ | □ |
| Evaluate the significance of new information | □ | □ | □ | □ | □ |
| Stay on task | □ | □ | □ | □ | □ |
| ****When discussing project work, group members**** | | | | | |
| Ask clarifying questions | □ | □ | □ | □ | □ |
| Give each other a chance to speak | □ | □ | □ | □ | □ |
| Make decisions efficiently | □ | □ | □ | □ | □ |
| Record decisions and plans | □ | □ | □ | □ | □ |
| Share essential information | □ | □ | □ | □ | □ |
| Stay on task | □ | □ | □ | □ | □ |